



## STATE DEPARTMENT OF EDUCATION

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TOM LUNA  
STATE SUPERINTENDENT  
PUBLIC INSTRUCTION

### Division of Student Transportation

# MEMORANDUM

TO: Superintendents, Charter Administrators, Business Managers, and Transportation Supervisors

FROM: Lanette Daw, Financial Specialist, Student Transportation

DATE: July 5, 2007

SUBJECT: 2006 - 2007 Student Transportation Reimbursement Claim Forms

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The 2006-2007 Student Transportation Reimbursement Claim Forms are available for online submission via S.I.S.T.R. (System for Idaho School Transportation Reporting). To complete and submit the required 2006-2007 Student Transportation Reimbursement Claim Form, go online to <http://www.sde.idaho.gov/Transportation/default.asp> and click on the School Transportation Reporting System picture box. Sign In using previously assigned transportation supervisor or business manager password, enter Contact Information, and follow the online directives. Detailed instructions are available on the Web site under the Transportation Library and in the S.I.S.T.R. system.

There are four different reimbursement claim formats; please select the one applicable to your district.

1. District Owned Operation, Schedule A – Actual Cost Method
2. District Owned Operation, Schedule B – 7.5% Method
3. Contracted Operation
4. Combination – District Owned/Contracted Operations – Schedule A

Recommendations for submitting completed reimbursement claim form and certification report:

- Online reimbursement claim forms are required. Submit via S.I.S.T.R. by September 30, 2007.
- Fax (or mail) Certification Report with Superintendent's signature to 208-334-3484 at the time the claim form is electronically submitted.
- District Owned – Total fleet miles on Annual School Bus Inventory/Odometer Report should agree to total miles (line 43) on the Student Transportation Reimbursement Claim.
- Costs included on the reimbursement claim should agree to the district's year end financial report after independent audit adjustments.
- Keep copies of the reports for your records.

- **Mail the following supporting documents related to FY07 at the time the claim form is electronically submitted:**

**DISTRICT OWNED OPERATIONS:**

1. Chart of Accounts
2. Account detail ledger for accounts 100-681, 100-682, and 100-683.
3. Any working papers used to complete the reimbursement claim form.
4. List of student transportation employees, regular and substitute drivers, mechanics, supervisors, etc. during applicable fiscal year.
5. List of equipment operated or maintained by student transportation personnel, excluding school buses on inventory/odometer report. Include non-yellow buses, vans, grounds vehicles, and maintenance equipment.
6. Copy of Workers Compensation Statement/Audit Detail for July 1, 2006 to June 30, 2007 period.
7. Copy of fuel tax refund application or verification of fuel supplier not invoicing for fuel taxes for dyed fuel purchase.

**CONTRACTED OPERATIONS:**

8. Detailed FY07 account detail ledger showing transportation payments made to the school bus contractor, plus copies of matching invoices with trip mileage and type clearly identified.
9. If expenses are claimed on Line 11, submit copy of Workers Compensation Statement/Audit Detail for July 1, 2006 to June 30, 2007 period.
10. Working papers used to complete the reimbursement claim form.

**HOME-BASED PUBLIC VIRTUAL SCHOOL OPERATIONS:**

1. Chart of Accounts
2. Transaction listings for accounts used to report transportation expenses, i.e. 100-681, 100-682, and 100-683
3. Working papers detailing miles and rate paid for expenses claimed on Line 21.
4. If also have school bus expenses, submit requirements listed under either district-owned or contracted operations.
5. If available, any working papers used to complete the FY07 reimbursement claim form.

If you have any questions on submitting the reimbursement claim form online, please e-mail the webmaster using the link at the bottom of the screen or contact Lanette Daw at [Ldaw@sde.idaho.gov](mailto:Ldaw@sde.idaho.gov). Thank you.